



**Cayuga County Department of Human Resources
and Civil Service Commission**

JOB SPECIFICATION

Civil Service Title: **Supervising Billing Specialist**
Jurisdictional Class: Competitive
Civil Division: Cayuga County Public Health Department
Adoption: CSM 3/17/20
Revised: CSM

DISTINGUISHING FEATURES OF THE CLASS:

This position exists in the Public Health Department and involves the responsibility of performing specialized office work requiring familiarity with complex program and billing procedures for the needs of preschool special education children. Plans, assigns, and supervises major account keeping activities and/or independently performs difficult and responsible account keeping functions; does related work as required. This is highly important account keeping work involving responsibility for planning and overseeing complex account keeping activities and independently performing the most important phases of such work. Work is performed under general supervision and in accordance with outlined policies and procedures, but it calls for the frequent exercise of independent judgment. Supervision may be exercised over the work of one or more clerical staff. The incumbent does work as related.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Serves as in-office contact for contractors and families associated with Preschool Special Education Program for programming day-to-day inquiries;
Manages the transportation for the program, including securing parent transportation documentation and reviewing with documentation with transporters;
Manages all documentation from school districts, providers of services, NYSED, etc., to ensure compliant billing for all the program billing functions;
Coordinates software systems and documentation to ensure compliant payment for the program providers, which is an auditing procedure that includes quality assurance of provider session notes under direction of program director;
Oversees ancillary staff working with data systems associated with Early Intervention and Preschool Special Education Program;
Attends regional and state meetings as required or mandated and develops basic knowledge of Early Intervention and Preschool Special Education Program regulations as it pertains to day-to-day functions of the job which allows use of independent analysis based on knowledge obtained;
Utilizes the Early Intervention Data Program and New York Early Intervention System to provide programmatic and fiscal projections;
Acts as intermediary with the program and system providers;
Assists with the implementation of policies and procedures for the fiscal and general administration of the department under the direction of the program director;
Assists the program director in administering and assessing policies related to budget, program and agency procedures;
May provide training on office operations with emphasis on computer-related usage and database maintenance;

TYPICAL WORK ACTIVITIES: (Illustrative Only) (continued)

Oversees the preparation of or prepares a variety of accounting, statistical and narrative reports as required or requested;

Monitors contracts and service agreements;

Monitors account receivables pertaining to programs;

Plans, assigns, and reviews the maintaining and checking of a wide variety of financial records and reports and instructs employees in the specialized details of their work;

Oversees and assists in the classification of a complex variety of receipts and expenditures and the distribution of costs according to prescribed codes;

Directs the audit of varied accounts, claims and records and the preparation of reports thereon;

Has charge of the compilation, preparation and analysis of a variety of complex financial and statistical records and reports;

Assists in the preparation of annual operating budgets and insures the maintenance of necessary financial controls;

Is responsible for receiving and accounting for large amounts of money in payment for a variety of bills, taxes and related obligations;

Revises, systematizes and installs account-keeping methods and procedures;

Reconciles ledgers of revenue received with bank statements;

May supervise the preparation of purchase orders and the securing of bids from vendors;

Conducts correspondence in connection with financial matters.

Oversees the receiving and accounting of money in payment for a variety of bills, taxes and related obligations;

Operates calculator, computer terminal and other related office machines.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Thorough knowledge of modern methods used in keeping and checking financial records and reports;

Thorough knowledge of office terminology, procedures and equipment;

Thorough knowledge of business English;

Ability to plan, assign and supervise the work of account keeping and clerical assistants;

Ability to understand and carry out complex oral and written direction;

Ability to make arithmetic computations rapidly and accurately;

Ability to prepare correspondence and reports;

Ability to secure the cooperation of others;

Ability to deal effectively with the public;

Ability to readily acquire familiarity with departmental organization, functions, laws, policies and regulations;

Good judgment in solving complex account keeping problems,

A high degree of accuracy, initiative and resourcefulness;

Tact and courtesy.

MINIMUM QUALIFICATIONS:

- (A) Completion of 60 credit hours at a regionally accredited or New York State registered college or university, which must have included at least 12 credit hours in accounting, **PLUS** two years of experience maintaining financial accounts and records; **OR**
- (B) Graduation from high school or possession of an equivalency diploma, **PLUS** four years of experience maintaining financial accounts and records; **OR**
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.